

MAIN HRS

DCDS Reports Manual

Interface Reports

HR-435 - Time/Activity Batch Interface Errors Report

Purpose:	The Time/Activity Batch Interface Errors report identifies records that could not be updated to the DCDS database due to fatal errors that occurred during the interface process between DCDS and time clock system or time/activity reporting system. This report also identifies errors in the header and footer records.
Frequency:	As requested.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Pay Period End Date
Media:	The report is printed at the designated printer.
Retention:	Per Department Policy. Information is available on-line for current pay period only.
Information:	<p>A. The Time/Activity Batch Interface Errors report is accessed through the <u>R</u>eports, <u>I</u>nterfaces items on the menu.</p> <p>B. The following detail is displayed depending on the Record Type:</p> <ul style="list-style-type: none">■ Record Type<ul style="list-style-type: none">■ TA – Time Record Showing Hours and Coding Block■ TB – Indicates Comments (Optional Record)■ AA – Indicates Activity Record Showing Activity Amounts and Coding Block■ AB – Indicates Day Details for Activities Belong to the Coding Blocks (Optional Record)

State of Michigan

MAIN HRS

DCDS Reports Manual

Information ***(Continued):***

B. The following detail is displayed (*continued*):

- Record Type (*continued*)
 - HD – Indicates Header Record for the Time/Activity File Sent to DCDS
 - FT – Indicates Footer Record for Time/Activity File Sent to DCDS
- File Name
- Department/Agency
- TKU (Timekeeping Unit)
- HRMN Dept (Human Resource Management Network Department Code)
- Process LVL (Process Level of HRMN)
- SSN (Social Security Number)
- Position ID
- PP End Date (Pay Period End Date of Current Pay Period)
- Hours Type
- AY (Appropriation Year)
- Index
- Coding Block Elements
- Std Ind (Standard Indicator for Coding Block)
- Tax Group
- Day 1-14 (Field for Hours)
- Pers (Number of Personal Use Miles with a State Vehicle)
- Rejection Condition (Reason Records was not Saved in DCDS)
- Day Number (Day in the Biweekly Payroll Cycle)
- Location (Location of Activity)
- Sub-Location (Sub-Location of Activity)

State of Michigan

MAIN HRS

DCDS Reports Manual

Information ***(Continued):***

B. The following detail is displayed (*continued*):

- Recipient of Activity
- Work Request Number
- Equipment Number
- Commodity Id
- Commodity Quantity
- Comments
- No. of Rows (The Number of Rows in the File Excluding the Header and Footer Record)

C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

MAIN HRS

DCDS Reports Manual

DCDS 32

File Edit Options Functions Params Reports Window Help

Report Request

Time/Activity Batch Interface Errors

Department: 59

Agency: 01

TKU: AL

PP End Date: 04/15/2000

OK Close

Ready

Report Request Screen

To display the Report Request screen for the Time/Activity Interface report, select the Reports menu item from the Menu bar and click on the Interface menu item. From the cascading menu, click on Time/Activity Interface item.

The Report Request screen allows users to enter the appropriate criteria to request the Time/Activity Batch Interface Errors Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

MAIN HRS

DCDS Reports Manual

HR-435 – Time/Activity Batch Interface Errors

HR-435		MAIN HUMAN RESOURCE SYSTEM												RUN DATE: 04/15/2000					
TIME/ACTIVITY BATCH INTERFACE ERRORS REPORT																PAGE: 1			
DEPARTMENT: 47 DEPARTMENT OF CORRECTIONS												PAY PERIOD END DATE: 03/18/2000							
AGENCY : 21 SCOTT REGIONAL FACILITY												PAY PERIOD NO: 11							
EMPLOYEE NAME: JONES, ROB																			
REC. TYPE	DEPT	AGY	TKU	HRMN	DEPT	PROCESS	LVL	SSN	POSITION ID										
PP END DATE	HOURS	TYPE	AY	INDEX	PCA	GRANT	PH.	AG1	PROJECT	PH.	AG2	AG3	MULTI	STD.	TAX GROUP				
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14	PERS					
FILENAME																			
REJECTION CONDITION																			
TA	47	21	100			4121		590-10-1012	012345678911										
03/18/2000	REG1		98	10001	11111									N	LANSING-01				
40	0	0	0	0	0	0	0	0	0	0	0	0	0	20					
D20000318T142030F750D014721.DAT																			
MORE THAN 24 HOURS FOUND FOR DAY 1																			
REC. TYPE	SSN	POSITION ID				PP END DATE		HOURS		TYPE	DAY NO								
FILENAME																			
COMMENTS																			
REJECTION CONDITION																			
TB	590-10-1012	012345678911				03/18/2000		REG1		5									
D20000318T142030F750D014721.DAT																			
WORKED ON PROJECT 1234.																			
HOURS NOT FOUND IN TIME RECORDS FOR DAY 5																			
REC. TYPE	DEPT	AGY	TKU	HRMN	DEPT	PROCESS	LVL	SSN	POSITION ID										
PP END DATE	ACTIVITY	CODE	AY	INDEX	PCA	GRANT	PH.	AG1	PROJECT	PH.	AG2	AG3	MULTI	STD.					
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14						
FILENAME																			
REJECTION CONDITION																			
AA	47	21	100			4121		590-10-1012	012345678911										
03/18/2000	OVT9		98	10001	11111									Y					
0	0	0	0	0	0	0	0	0	0	0	0	0	0						
D20000318T142030F750D014721.DAT																			
NO ACTIVITY AMOUNTS WERE FOUND FOR ANY DAY IN THE IN THE ACTIVITY RECORD.																			

State of Michigan

MAIN HRS

DCDS Reports Manual

HR-435 – Time/Activity Batch Interface Errors

REC. TYPE SSN POSITION ID
PP END DATE ACTIVITY CODE AY INDEX PCA GRANT PH. AG1 PROJECT PH. AG2 AG3 MULTI
DAY NO LOCATION SUB_LOCATION RECPNT_OF_ACTIVITY WORK_REQ_NO EQUIPMENT_NUMBER COMMODITY ID COMM QTY.
FILENAME
COMMENTS

REJECTION CONDITION

AB 590-10-1012 012345678911
03/18/2000 OVT9 98 10001 11111
5 LANSING EAST-LANSING SOM 012456 AQD-12654654 X12345 100
D20000318T142030F750D014721.DAT
DETAILS OF OVT1 FOR DAY 5
ACTIVITY AMOUNT NOT FOUND IN THE ACTIVITY RECORD FOR DAY 5

REC TYPE DEPT AGY FILENAME PP END DATE
REJECTION CONDITION

HD 47 21 D20000318T142030F750D014721.DAT
PP END DATE NOT FOUND IN THE HEADER RECORD.

REC TYPE DEPT AGY FILENAME PP END DATE NO OF ROWS
REJECTION CONDITION
FT 47 21 D20000318T142030F750D014721.DAT 10
NO. OF ROWS IN THE FILE D20000318T142030F750D014721.DAT ARE NOT EQUAL TO NO. OF ROWS IN THE TRAILER RECORD.

State of Michigan